

## **Policy on Photographic and Video Images**

### **Introduction**

There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

### **Parental permission**

All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school or on the church website, the parish magazine, and in local newspapers. This form will be given to the parents or guardians of all children joining the school in each successive year. This 'rolling' consent will allow the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.

All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

### **School performances**

We will allow video and photographic recordings of all school performances, as long as the parents or guardians of the children involved have given their consent.

The school will observe the way in which video recordings are made, and photographs taken, during performances, and will withdraw the right of anyone to bring a camera of any sort if they are felt to be making inappropriate images. For example, photography is forbidden in changing rooms or backstage during school productions.

### **The internet**

Only appropriate images will be used on the school or church internet site, and children will not be identified by their name or address on these websites.

### **Mobile phones**

We do not allow children to bring mobile phones into school. Adults may bring mobile phones to use to take photographs/video of their child at school events.. Parents are asked to be considerate on how they use photographs/video that has been taken at school events.

**Use of digital cameras/images**

There are many ways in which the use of digital images is valuable for children's learning. For example, they may be used in art work or geography or science fieldwork.

Images will be made only as appropriate for school-related activities.

Children will be taught how to take pictures, and they will be supervised by an adult when they have access to a digital camera/iPads.

**Monitoring**

This policy will be monitored by the governing body and revised as appropriate, and not less than two years from the date of its adoption. Any incidents of concern relating to this policy will be referred to the Chair of Governors by the head teacher.

<b>Author</b>	<b>Creation Date</b>
HT & School Governors	Original creation date not known
<b>Reviewed</b>	<b>Revision date</b>
Inclusion Committee	June 2012, July 2014,
Committee One - Policies and Resources	September 2016
<b>Signed</b>	